RMRS Rocky Mountain
Remediation Services L L.C
protecting the environment

INSTRUCTION

Instruction for Tracking/Scheduling Training and Qualifications and Retention of Records for Training	INSTR 003 Date Effective 4 15 90 Revision 1 Page 1 of 4

APPROVED _P K Vacca_

P K Vacca, Manager Training Programs

1   PURPOSE

This instruction explains how the Training Coordinator tracks, schedules and retains records for the variety of required training and qualifications on Site

2   SCOPE

This instruction describes how to track and schedule Classroom, Computer Based and Job Specific training This instruction also describes how to retain training and qualification records

3   DEFINITIONS

Individual Employee Profile (IEP) - A program in the Training & Scheduling Records (TSR) datab 1 c which records training course completion and upcoming training dates from a list of predetermined courses as related to a specific individual

Organizational Training Requirements Document (OTR) - The document which details the trainin_ 11 1 qualification requirements, including core training and job-specific training, for personnel in positions that are not covered bv a Training Implementation Plan (TIP)(e g non-nuclear facilities administr iti\ etc)

Training Coordinator - An individual who is given the overall responsibility for the tracking schedul _ and documentation of required training for a project facility or organization

Training Implementation Plan (TIP) - The document which details the training and qualification requirements including core training, job-specific training and position or task-specific qualification documents, for personnel in positions identified in the Training Implementation Matrix (TIM) relativ\ 1 each nuclear facility As such, the TIP is the primarv implementing document for the RMRS TIM

Instructor/Developer - An individual who is qualified to deliver job-specific training

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4   INSTRUCTIONS

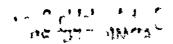### 4 1   Process to Track Personnel Training Using IEPs

4 1 1   The IEP system is a program in the Training & Scheduling Records (TSR) System that allows the Training Coordinator to track personnel training and qualifications. The IEP system is automatically updated by TSR Each Training Coordinator sets up an IEP for each employee within his or her area of responsibility

4 1 1 1   The Training Coordinator in consultation with facility personnel, completes a TIP (or OTR, if applicable) for each group

4 1 1.2   The Training Coordinator utilizes information from the TIP (or OTR, if applicable) to make IEPs.

4 1 2   The Training Coordinator prints IEP reports on a monthly basis The IEP report will show which training and qualification requirements have expired or will expire The Training Coordinator will ensure training and qualification requirements are scheduled as necessary

4 2   How to Schedule Personnel for Required Training

4 2 1   Each Training Coordinator must have access to the TSR system, which is controlled by Plant Training Records To obtain access, the Training Coordinator must contact Plant Training Records and complete required paperwork

4 2 2   The TSR system has the ability to generate a Notification of Training form that the Training Coordinator prints once training has been scheduled. The Training Coordinator will send the Notification of Training form to the employee s manager a minimum of two weeks before the class is to be taken.

4 2 3   Once the employee has successfully completed the training, the employee will forward the completed Notification of Training form with the instructor's signature to the Training Coordinator who will place the form into the employee's training record

4 2 3 1   If for any reason an employee can not attend a scheduled training the employee and/or supervisor should write the reason for not attending the class on the Notification of Training form and should send the completed form to the Training Coordinator at least 48 hours prior to the scheduled class date The Training Coordinator will place the form into the employee's training record

4 2 4   The TSR system will automatically update the IEP showing when the training was completed

4 3   Process to Schedule Personnel for Computer-Based Training (CBT)

4 3 1   Once the Training Coordinator determines what CBT courses the employee needs the Training Coordinator will ensure training is scheduled at one of the CBT Satellite Centers

4 3 1 1 Schedule training at the T130E Satellite Center by calling X6473

4 3 1 2 Schedule training at the T750B Satellite Center by calling X4514

4 3 2   The Training Coordinator will print out a standard Notification of Training form and send it to the employee s manager a minimum of two weeks before the class is to be taken

4 3 3   The employee will sign an attendance roster when reporting to the Satellite Center to attend training The Training Specialist sends completed attendance rosters to Plant Training Records so the information can be entered into the TSR system

4 3 4   Once the employee has successfully completed the training course the employee will forward the completed Notification of Training form with the Training Specialist s signature to the Training Coordinator who will place the form into the employee's training record

4 3 4 1   If for any reason an employee can not attend a scheduled training the employee and/or supervisor should call the Satellite Center by no later than 7 30 AM the day of the training for day shift 3 30 PM for afternoon shift or 5 30 AM for the midnight shift

4 3 5   The TSR system will automatically update the IEP showing when the training was completed

4 4   Process to Schedule Job Specific Training

4 4 1   Once the Training Coordinator determines what Job Specific training the individual needs, the Training Coordinator will notify the designated Instructor/Developer

4 4 2   The employee will sign an attendance roster (if applicable) when reporting for the Job Specific training The Instructor/Developer sends completed attendance rosters and/or completed qualification documents to Plant Training Records so the information can be entered into the TSR system

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4 4 3   If for any reason an employee can not attend a scheduled training, the employee and/or supervisor should contact the Training Coordinator as soon as possible

4 4 4   The TSR system will automatically update the IEP showing when the training was completed

4 5   Retaining Training Records

4 5 1   The Training Coordinator will create a training record for each individual assigned to the Training Coordinator

4 5 2   Every time training has been completed, the employee is required to return the signed Notification of Training form to the Training Coordinator to be placed into the employee's training record IF an employee received a certificate for completed training, THEN a copy of the certificate should also be forwarded to the Training Coordinator

5   RECORDS PROCESSING INSTRUCTIONS

The Training Coordinator processes training completion documents (attendance rosters, qualification documents, certificates, etc) for record-keeping purposes in accordance with the instructions in the Site TUM Non-record copies of training completion records are maintained if needed by the Training Coordinator for tracking and scheduling purposes Also, see RMRS-TR-02 01, *Development and Use of Training Implementation Plans* (TIPs), which controls generation of the typical RMRS QA document for delineation of training and qualification requirements

The following documents are initiated, processed or maintained as a result of this Work Instruction and SHALL be processed as follows

Record Identification	Record Type Determination	Protection/Storage Methods	Processing Instructions
Tracking of Training Documents, including • Notifications of training • Copies of Training Completion Documents (rosters, certificates, qualification documents, etc) • IEP Reports	*Non-QA Records*	Training Coordinator SHALL implement a reasonable level of protection to prevent loss and/or degradation. Document(s) SHALL be protected utilizing standard office filing equipment and methods when not in use.	Training Coordinator retains documents for tracking and scheduling purposes until required repeat training is completed or for two (2) years whichever is shorter, then at his/her discretion destroys them

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